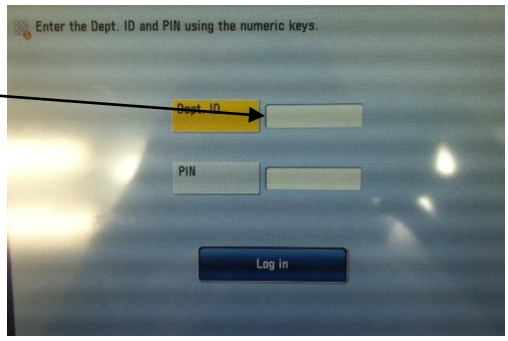
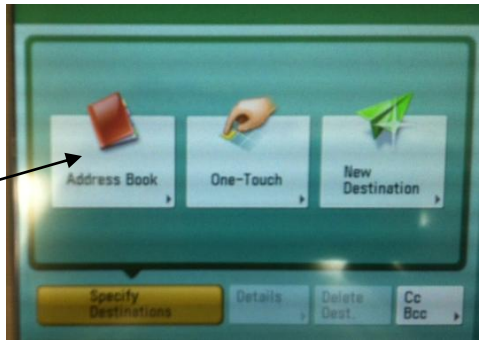
Scanning to Email from 6255 Image Runner Advanced (Newer) Canon Copier

1. Log-in as usual.

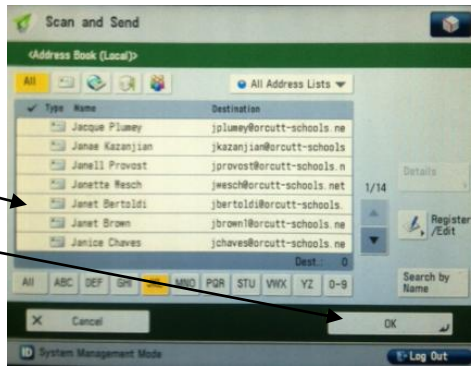


2. Choose “Scan and Send”.

3. Choose “Address Book”.

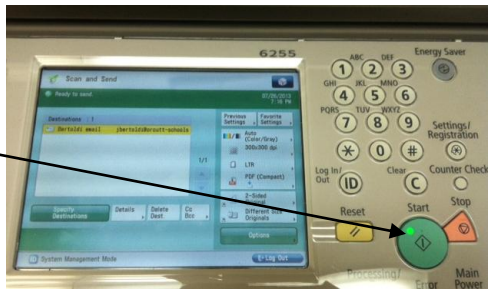


4. Use buttons on the bottom to search alphabetically by first name. Click on name of the person and then click “OK” .

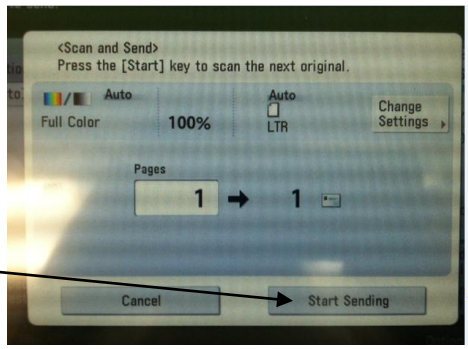


You can scan to multiple email addresses.

5. Click green “Start” button.



6. Click Start Sending.



You know it sent successfully if you do not get a printed out message at the copier.

You will receive an email with your scanned document from techscans@orcutt-schools.net.